

## TRAINING, SEMINARS, CONFERENCES AND BUSINESS EVENTS

Choose the package to suit you:

### Option 1 – All inclusive...

Price includes everything you need for your business event:

**Day Delegate Rate** **£29.50 per person**

Room Hire – from 8.30am to 5.30pm

AV / Presentation Equipment\*

Coffee, Tea, Water and Biscuits – on arrival, mid-morning, with lunch and mid-afternoon

Two Course Hot or Cold Fork Buffet Lunch – home-made & locally supplied

**½ Day Delegate Rate** **£23.00 per person**

Room Hire – from 8.30am to 12.30pm or 1pm to 5.00pm

AV / Presentation Equipment\*

Coffee, Tea, Water and Biscuits – on arrival, lunch time and mid-morning or mid-afternoon

Two Course Hot or Cold Fork Buffet Lunch – home-made & locally supplied

**All inclusive option is available for a minimum of 20 delegates**

\* AV equipment includes: Flip chart, whiteboard, OHP, Slide Projector. Laptop & LCD projector is available at an additional charge of £70 – please book in advance if required.

### Option 2 – Create your own...

All items individually priced – select the most appropriate for your event:

#### Room Hire:

	<b>½ Day</b> 8.30am – 12.30pm or 1.00pm – 5.00pm	<b>Full Day</b> 8.30am – 5.30pm
<b>The Grange Suite</b> <i>seats up to 105 theatre style</i> <i>seats up to 48/33 boardroom / u-shape</i> <i>seats up to 48 classroom style</i>	<b>£150.00</b>	<b>£285.00</b>
<b>The Rectory</b> <i>seats up to 80 theatre style</i> <i>seats up to 34/25 boardroom / u-shape</i> <i>seats up to 40 classroom style</i>	<b>£145.00</b>	<b>£275.00</b>

<b>The Folly</b> <i>seats up to 50 theatre style seats up to 26/18 board room / u -shape seats up to 28 classroom style</i>	<b>£135.00</b>	<b>£250.00</b>
<b>Sollars Study</b> <i>seats up to 40 theatre style seats up to 26/24 boardroom / u-shape seats up to 20 classroom style</i>	<b>£125.00</b>	<b>£225.00</b>

### Catering:

	<b>Per Person</b>
<b>Tea, Coffee, Herbal Tea, Water and Biscuits</b>	<b>£1.85</b> (per serving)
<b>Tea, Coffee, Herbal Tea, Water and Cookies</b>	<b>£1.85</b>
<b>Tea, Coffee, Herbal Tea, Water and Danish Pastries</b>	<b>£2.85</b>
<b>Bacon, Sausage or Egg Rolls</b>	<b>£1.95</b>
<b>Finger Buffet – prices start from</b>	<b>£7.00</b>
<b>Cold Fork Buffet – prices start from</b>	<b>£14.00</b>
<b>Hot Fork Buffet – prices start from</b>	<b>£14.00</b>
<b>Selection of Puddings, Cakes &amp; Fruit – prices start from</b>	<b>£2.25</b>

All our food is prepared by our own chef, home baked and largely locally supplied. If you would like to choose your own menu or have special dietary requirements – please contact us to discuss your requirements. Buffets can be taken in the rooms or, by prior arrangement, in the Folly or Café Bar.

### Evening Functions, Receptions and Parties

The Forest Centre has a fully licensed bar & restaurant that can be hired for corporate or private functions. Prices are available on application.

**All prices are exclusive of VAT**